

## **This schedule applies to: Department of Natural Resources**

### **Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Department of Natural Resources (DNR) relating to the unique functions of DNR. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

### **Disposition of public records**

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

### **Revocation of previously issued records retention schedules**

All previously issued records retention schedules to the Department of Natural Resources are revoked. The Department of Natural Resources must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

### **Authority**

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on December 2, 2015.

*Signature on File*

**For the State Auditor:  
Cindy Evans**

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## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 3, 2014	Consolidation and revision of all existing disposition authorities.
1.1	December 2, 2015	Addition of the Environmental Review section and minor revisions to most of the schedule, especially the Resource Protection section.

For assistance and advice in applying this records retention schedule,  
please contact the Department of Natural Resources' Records Officer  
or Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

## TABLE OF CONTENTS

<b>1.</b>	<b>AGENCY MANAGEMENT .....</b>	<b>5</b>
1.1	BUDGET AND ECONOMICS.....	5
1.2	CULTURAL AND HISTORICAL .....	7
1.3	EXECUTIVE LEVEL RECORDS .....	9
<b>2.</b>	<b>ASSET MANAGEMENT .....</b>	<b>10</b>
<b>3.</b>	<b>ENFORCEMENT.....</b>	<b>12</b>
3.1	ADMINISTRATION .....	12
3.2	COURT ORDER IMPLEMENTATION.....	13
3.3	EVIDENCE/PROPERTY MANAGEMENT .....	14
3.4	INVESTIGATIONS .....	15
3.5	VIOLATIONS AND TRAFFIC ENFORCEMENT .....	17
<b>4.</b>	<b>ENVIRONMENTAL REVIEW.....</b>	<b>18</b>
4.1	ENVIRONMENTAL REVIEW AND COMPLIANCE.....	18
<b>5.</b>	<b>FINANCIAL MANAGEMENT .....</b>	<b>19</b>
5.1	TRUST LAND ACCOUNTS .....	19
<b>6.</b>	<b>FOREST PRACTICE MANAGEMENT .....</b>	<b>20</b>
6.1	FOREST PRACTICE ACTIVITIES .....	20
<b>7.</b>	<b>FOREST RESOURCES.....</b>	<b>22</b>
7.1	PLANNING AND DATA .....	22

<b>8.</b>	<b>GEOLOGY AND EARTH RESOURCES .....</b>	<b>24</b>
8.1	GEOLOGY COLLECTIONS.....	24
8.2	PLANNING AND REPORTING .....	25
8.3	REGULATORY PERMITTING ACTIVITIES .....	26
<b>9.</b>	<b>HUMAN RESOURCE MANAGEMENT .....</b>	<b>27</b>
9.1	PERSONNEL .....	27
<b>10.</b>	<b>RESOURCE PROTECTION .....</b>	<b>29</b>
10.1	COMMUNICATIONS/DISPATCH.....	29
10.2	FIRE PROTECTION/PREVENTION .....	33
<b>11.</b>	<b>STATE LANDS MANAGEMENT .....</b>	<b>38</b>
11.1	AQUATIC LANDS .....	38
11.2	LANDS SURVEY, BOUNDARIES, RESOURCE MAPPING, PLATS, & REGISTERS.....	45
11.3	UPLAND EXCHANGES & TRANSACTIONS .....	50
11.4	UPLAND PRODUCT SALES AND LEASING.....	52
11.5	UPLAND RIGHTS-OF-WAY/EASEMENTS .....	57
<b>12.</b>	<b>LEGACY RECORDS .....</b>	<b>58</b>
	<b>GLOSSARY .....</b>	<b>59</b>
	<b>INDEXES .....</b>	<b>62</b>

## 1. AGENCY MANAGEMENT

This section covers records relating to the overarching management of agency business and its general administration not currently covered by the *State Government General Records Retention Schedule*.

### 1.1 BUDGET AND ECONOMICS

*The activity of records relating to budget coordination and forecasting as it relates to analysis and, statistics unique to DNR not currently covered by the State Government General Records Retention Schedule.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
73-07-06397 Rev. 1	<p><b><i>Economic Analysis, Surveys, and Reports</i></b></p> <p>Records relating to economic trends, surveys, analysis and trend reporting used for research and decision making for trust land management and other long-term agency obligations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Washington Mill Survey;</li> <li>• Forest Economic Reports, etc.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Economic analysis required by RCW 79.10.090 covered by <i>Board of Natural Resources (BNR) Proceedings and Resolutions (DAN 92-02-49767)</i>;</li> <li>• Records covered by <i>Publications (DAN GS 15008)</i>.</li> </ul>	<p><b>Retain</b> for 2 years after end of biennium <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>

## 1.1 BUDGET AND ECONOMICS

*The activity of records relating to budget coordination and forecasting as it relates to analysis and, statistics unique to DNR not currently covered by the State Government General Records Retention Schedule.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
74-07-06386 Rev. 1	<p><b>Forecasting Documents</b></p> <p>Forecasting data used to estimate, monitor changes, develop reports and coordinate budgets.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agriculture Data;</li> <li>• County Income Brochures;</li> <li>• Geoduck Economic Study;</li> <li>• Hardwood Study Data;</li> <li>• Washington Forest Industry Data.</li> </ul> <p>Excludes records covered by <i>Publications (DAN GS 15008)</i>.</p>	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>

## 1.2 CULTURAL AND HISTORICAL

*The activity of records relating to tribal relations and historic places that are records unique to DNR as an agency under the leadership of a separately elected official.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-12-68697 Rev. 0	<p><b>Cultural Resource Assessment – Stand Alone</b></p> <p>A non-regulatory assessment relating to historic sites, traditional places, cultural resources and archaeological resources of cultural value to the people of Washington state. Used for reference for research, inventory or assessment of cultural resources to provide the basis for informed, sensitive negotiation and agreements that protects unique and valued cultural resources.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Research plan;</li> <li>• Resource assessment (research and inventory);</li> <li>• Synthesis: Assessments of conditions, hazards and vulnerability;</li> <li>• Management strategies process;</li> <li>• Field manager reports;</li> <li>• Maps, locations, and GIS.</li> </ul> <p>Excludes records when covered <i>more specifically</i> in another record series.</p> <p><i>Note: Confidentiality under the Public Disclosure Act – State law provides that certain records in the government’s possession are exempt from public inspection and copying. For example, this applies to “Records, maps, or other information identifying the location of archaeological sites in order to avoid the looting and depredation of such sites” (RCW 42.56.430).</i></p>	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

## 1.2 CULTURAL AND HISTORICAL

*The activity of records relating to tribal relations and historic places that are records unique to DNR as an agency under the leadership of a separately elected official.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-12-68708 Rev. 0	<p><b><i>Tribal Relations</i></b></p> <p>Records relating to agency interaction with tribes concerning matters related to the agency's core mission and government-to-government relations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Government-to-government communications;</li> <li>• Agreements with tribes (including related background information);</li> <li>• Activities of DNR's Tribal Liaison designated by said Tribal Liaison as being of long-term significance for understanding of tribal relations.</li> </ul>	<p><b>Retain</b> for 10 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>



### 1.3 EXECUTIVE LEVEL RECORDS

*The activity of documenting the business of the Natural Resources' decision-making at the policy and executive level.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-02-49767 Rev. 2	<p><b>Board of Natural Resources (BNR) Proceedings and Resolutions</b></p> <p>Records relating to the official record of decisions, deliberations and formal resolutions pertaining to the sales and exchanges of trust lands and timber and mineral sales from trust land. Proceedings may include the Board's actions as the state's Harbor Line Commission, which defines harbor boundaries and harbor line relocation, or actions when acts as the state Board of Appraisers to confirm valuations of trust lands that the state sells, transfers or exchanges or when the board functions as the Board on Geographic Names, which hears and considers recommendations from the Committee on Geographic Names.</p> <p><i>Note: This record series reflects the official approved BNR minutes and resolutions that are required by statute to be filed in the DNR's Title and Records Office (TRO). TRO transfers a digitized copy to the digital Archives annually for easier access to these records but the original paper records must also be transferred to the State Archives for permanent retention and preservation. For original agenda and meeting files or materials use GS 10004</i></p>	<p><b>Retain</b> until no longer needed for agency business <i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>
79-07-22870 Rev. 3	<p><b>Commissioner's Orders</b></p> <p>Records relating to orders executed by the Commissioner of Public Lands.</p> <p><i>Note: This record series reflects the official approved Commissioner's Order recorded in the DNR's Title and Records Office (TRO). TRO transfers a digitized copy to the digital Archives annually for ease of access to these records but the original paper records must also be transferred to the State Archives for permanent retention and preservation.</i></p>	<p><b>Retain</b> until no longer needed for agency business <i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

## 2. ASSET MANAGEMENT

This section covers records relating to the management of the agency's facilities, equipment, vehicles and aircraft etc. not currently covered by the *State Government General Records Retention Schedule*.

See *State Government General Records Retention Schedule* for additional records relating to asset management.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-12-68693 Rev. 0	<p><b><i>Aircraft Maintenance and Airframe Modification Records</i></b></p> <p>Records relating to maintenance activities performed on specific aircraft and records relating to their worthiness, alterations, time in service and status as identified by 14 CFR §91.417(b)(2).</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• Aircraft log books;</li> <li>• Aircraft engine records;</li> <li>• Inspection and maintenance records;</li> <li>• Preventive maintenance inspections, spot check inspections;</li> <li>• Diagnostic check-outs, and maintenance requests.</li> <li>• Records relating to configuration change to a specific aircraft that is a material change, modification, or an alteration in the characteristics of the equipment.</li> </ul>	<p><b>Retain</b> for 6 years after sale of aircraft <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
74-07-06344 Rev. 1	<p><b><i>Aircraft Routine Operations</i></b></p> <p>Records that pertain to the day-to-day operation of aircraft operated by the agency. Includes records documenting departures, takeoffs, and destinations, passengers on board, requests for flights, flight orders, aircraft flight logs, flight plans, and similar records.</p>	<p><b>Retain</b> for 2 years after administrative purpose served <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-06-35821 Rev. 1	<b><i>Forest Roads, Bridge and Culverts – Inspection/Maintenance</i></b> Records relating to the inspection of roads, culverts and bridge structures to support logging operations and establish program deliverables. Annual Inspection of bridges are required on active logging haul roads as described in WAC 296-54-531 and must be in accordance with the National Bridge Inspection Standards (NBIS) Inspection standards pursuant to 23 CFR § 650(C) and 23 USC 151. May include inspection diaries, field notes, etc.	<b>Retain</b> for 6 years after no longer owned by agency <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
74-12-08063 Rev. 1	<b><i>Usage and Dispersal Records</i></b> Records relating to the region's dispersal and usage of the agency's assets used to reconcile and maintain inventory. Includes items owned, rented, leased and/or maintained by the agency. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Fuel/oil usage and dispersal data;</li> <li>• Supporting documentation;</li> <li>• Pit and quarry material control files;</li> <li>• Pump/tank records; mileage data, delivery records, etc.</li> </ul>	<b>Retain</b> for 4 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

### 3. ENFORCEMENT

This section covers records relating to DNR's role as a limited authority law enforcement agency, the functions of DNR Law Enforcement Officers (LEO) as limited authority peace officers (RCW 10.93.020), and the functions of the regional enforcement functions that are not currently covered by the *State Government General Records Retention Schedule*.

#### 3.1 ADMINISTRATION

*The activity relating to the law enforcement management functions of the enforcement jurisdiction of the agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59314 Rev. 2	<b>Officer Activity Reports</b> Records relating to any incident, investigations, written activity reports as designated by the Chief LEO by the Chief LEO and the region management relating to daily activities, any incident, investigation, that the investigative officers makes written note of. <i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i>	<b>Retain</b> for 1 year after action or case resolved <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
14-12-68710 Rev. 0	<b>Weapons (Agency-Issued)</b> Records relating to the issuance, inspection, and maintenance of weapons issued by and/or handled by agency law enforcement officers.	<b>Retain</b> for 3 years after disposal of weapon <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

### 3.2 COURT ORDER IMPLEMENTATION

*The activity of enforcing and implementing orders, subpoenas, warrants and other papers issued by courts requiring DNR law enforcement officer involvement.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59319 Rev. 2	<p><b><i>Court Orders/Warrants/Writs</i></b></p> <p>Orders issued by a court and filed with the law enforcement agency where the agency has carried out.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Returns of service;</li> <li>• Summons request;</li> <li>• Extradition Request.</li> </ul> <p>Excludes records covered by <i>Court Orders Served on the Agency (Not Party to Litigation)</i> (DAN GS 18006).</p> <p><i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i></p>	<p><b>Retain</b> until expired, vacated, terminated or superseded <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

### 3.3 EVIDENCE/PROPERTY MANAGEMENT

*The activity of confiscating, seizing, acquiring, and/or dispositioning property as mandated by statute, ordinance, or court order.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59313 Rev. 2	<p><b><i>Evidence/Property Files – In Custody</i></b></p> <p>Records documenting the intake, management and disposition of physical property acquired or taken by enforcement as evidence for safekeeping.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Evidence/property in and out logs;</li> <li>• Copies of seizure and/or sale records of physical property from contracted agency;</li> <li>• Disposition records from contracted agency.</li> </ul> <p><i>Note: There is an inter-agency agreement with Washington Department of Fish and Wildlife to manage evidence/property.</i></p>	<p><b>Retain</b> for 6 years after disposition of property <i>and</i> action or case resolved <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

### 3.4 INVESTIGATIONS

*The activity of managing the agency's cases and investigations.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59309 Rev. 2	<b><i>Criminal History Information Files – Adult</i></b> Records pertaining to criminal history on persons investigated and/or arrested by DNR Officers. <i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i>	<b>Retain</b> for 10 years after closed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
99-11-59310 Rev. 2	<b><i>Criminal History Information Files – Juvenile</i></b> Records pertaining to criminal history on juvenile persons investigated and/or arrested by DNR Officers. <i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i>	<b>Retain</b> for 10 years after closed <i>or</i> until notification of mandatory destruction received by the juvenile court, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59315 Rev. 2	<b><i>Investigation/Incident Reports (IIRs) – Death or Serious Injury</i></b> Investigations of major accidents or events resulting in fatalities or serious injury on DNR land. May include investigational recordings after transcribed. <i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i>	<b>Retain</b> for 15 years after conclusion of investigation <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR

### 3.4 INVESTIGATIONS

*The activity of managing the agency's cases and investigations.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-07-46282 Rev. 3	<p><b>Investigation/Incident Reports (IIRs) – No Death or Serious Injury</b></p> <p>Records relating to the reporting and investigation of incidents such as accidents, public behavior (such as weapons, disorderly conduct, vehicle stolen/impoundment, traffic violation, fire, trespass, criminal, etc.) property loss/theft and vandalism. May include investigational recordings after transcribed.</p> <p><i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i></p>	<p><b>Retain</b> for 3 years after no action on case <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59316 Rev. 2	<p><b>Investigational Conversations – Recordings</b></p> <p>Recordings of investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.</p> <p>Excludes transcribed verbatim copy when covered more specifically in another record series (such as <i>Investigation/Incident Reports (IIRs) – Death or Serious Injury (DAN 99-11-59315)</i> or <i>Investigation/Incident Reports (IIRs) – No Death or Serious Injury (DAN 90-07-46282)</i>).</p> <p><i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i></p>	<p><b>Retain</b> for 1 year after transcribed verbatim and verified <i>or</i> disposition of pertinent case file(s), <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



### 3.5 VIOLATIONS AND TRAFFIC ENFORCEMENT

*The activity of enforcing traffic, vessel, or vehicle-related laws and ordinances, and citing violations.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-12-68695 Rev. 0	<p><b><i>Citations/Notices of Infraction Books Issued to Officer</i></b></p> <p>Records documenting the issuance of blank, pre-numbered citations/notices of infraction to officers in accordance to RCW 46.64.010.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Voided citations/tickets;</li> <li>• Receipts for books and/or devices issued;</li> <li>• New and unused books issued to enforcement</li> <li>• Citation books turned into enforcement after being issued to commissioned staff.</li> </ul>	<p><b>Retain</b> for 3 years after completion of book audit <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
99-11-59311 Rev. 2	<p><b><i>Citations/Notices of Infraction Issued</i></b></p> <p>Records relating to criminal or non-criminal citations issued to alleged violators in accordance with state statute.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Originals and/or duplicates of issued citations;</li> <li>• Documentation of disposition of the charge when applicable.</li> </ul> <p><i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i></p>	<p><b>Retain</b> for 3 years after date of issuance <i>or</i> completion of audit, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 4. ENVIRONMENTAL REVIEW

This section covers records relating to environmental oversight and the State Environmental Policy Act which are not covered by *the State Government General Records Retention Schedule*.

### 4.1 ENVIRONMENTAL REVIEW AND COMPLIANCE

*The activity relating to the review and compliance in accordance with the State Environmental Policy Act.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-12-51713 Rev. 4	<p><b>SEPA (State Environmental Policy Act) Documents – Lead Agency</b></p> <p>Documentation of SEPA Determinations (Threshold, Final) and other SEPA Documents for which DNR is the lead agency under the State Environmental Policy Act. Records may include:</p> <ul style="list-style-type: none"> <li>• Environmental Checklist;</li> <li>• Comment letters;</li> <li>• Determination of Non-Significance;</li> <li>• Mitigation Determination of Non-Significance;</li> <li>• Determination of Significance/scoping notices;</li> <li>• Environmental Impact Statements;</li> <li>• Amendments;</li> <li>• Notice of Action Taken &amp; other related documents.</li> </ul> <p><i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i></p>	<p><b>Retain</b> for 25 years after issuance <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 5. FINANCIAL MANAGEMENT

This section covers records relating to function of managing the state government agency's unique financial resources, obligations and monetary infrastructure not currently covered by the *State Government General Records Retention Schedule*.

### 5.1 TRUST LAND ACCOUNTS

*The activity of monitoring financial performance of state trust lands subject to permanent fiduciary obligations and ongoing land management.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-12-68709 Rev. 0	<p><b><i>Trust Land Accounts Annual Reports</i></b></p> <p>Documentation on trust management activities, revenue and expenditures of state trust funds managed by DNR, in context of overall agency functions and reporting.</p> <p><i>Note: Trust accounts are managed by the State Investment Board but these reports are managed by DNR.</i></p>	<p><b>Retain</b> for life of agency <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 6. FOREST PRACTICE MANAGEMENT

This section covers records relating to public resource protection, applications, notifications, small forest landowner support, stakeholder collaboration, training, compliance and enforcement (RCW 76.09) of DNR staff responsible for administering the Forest Practices Act for the Forest Practices Board that are not currently covered by the *State Government General Records Retention Schedule*.

### 6.1 FOREST PRACTICE ACTIVITIES

*The activity of managing forest practice activities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-12-68696 Rev. 1	<p><b><i>Civil Penalties and Appeal Hearings</i></b></p> <p>Records of Brief Adjudicative Hearings (BAP) and associated reports, reviews, notes and correspondence of the Department's rulings as they pertain to Forest Practice.</p> <p>Includes, but is not limited to appeals.</p> <p><i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i></p>	<p><b>Retain</b> for 6 years after resolution <i>and</i> appeal period expired <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 6.1 FOREST PRACTICE ACTIVITIES

*The activity of managing forest practice activities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
76-09-17631 Rev. 5	<p><b>Forest Practice Activities</b></p> <p>Records relating to review, approval, and land reviews associated with land development applications that require forest practice permits (RCW 76.09). Many activities are managed and conducted by regional offices.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications and Notifications;</li> <li>• Cultural Resource Assessment, FP;</li> <li>• SEPA document copies</li> <li>• Informal Conferences (ICN);</li> <li>• Notice of Conversion Activity;</li> <li>• Notices of Civil Penalty or Notices of Intent to Disapprove (NOID);</li> <li>• Notices to Comply (NTC);</li> <li>• Permit suspension and revocations;</li> <li>• Release of Forest Practice Bonds;</li> <li>• Stop Work Orders (SWO);</li> <li>• Technical Assistance Visits;</li> <li>• Unpermitted activities.</li> </ul> <p>Excludes citations covered by <i>Civil Penalty and Appeal Hearings (DAN 14-12-68696)</i>.</p> <p><i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i></p>	<p><b>Retain</b> 10 years after expiration or last required action</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 7. FOREST RESOURCES

This section covers records relating to the protection of state and private forest, brush range, and watershed lands (RCW 73).

### 7.1 PLANNING AND DATA

*The activity of restoring and protecting natural habitats.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-01-58208 Rev. 1	<p><b><i>Endangered and Threatened Wildlife Surveys</i></b></p> <p>Records documenting survey data to determine the presence or non-presence of the wildlife (such as spotted owl, Marbled Murrelet, Lynx, Wolf) used to evaluate impacts on wildlife or demonstrate compliance with habitat conservation plan.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Analysis and reports;</li> <li>• Field notes and data collection;</li> <li>• Drawings, maps, and photos.</li> </ul> <p><i>Note: Confidentiality under the Public Disclosure Act RCW 42.56.430. State law provides that certain records in the government's possession are exempt from public inspection and copying. DNR maintains agreements with Department of Fish and Wildlife limiting what we can disclose to protect sensitive wildlife. Documents must be separated and clearly labeled "confidential/non-disclosable" prior to transferring to State Archives.</i></p>	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

## 7.1 PLANNING AND DATA

*The activity of restoring and protecting natural habitats.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-06-59127 Rev. 1	<p><b>Forest Resources Inventory System (FRIS) Records</b></p> <p>Records relating to aerial survey of the Washington Forest Resources compiled and completed by the US Forest Service with the Division of Forest Resources. The photographs provide a research for a fuller understanding of the forest survey and aid in determining timberland.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Aerial photographs of Washington forest;</li> <li>• Contract information;</li> <li>• Field data collected/source documents (forest inventory);</li> <li>• Forest Resources publication;</li> <li>• Other aspects of FRIS program data.</li> </ul>	<p><b>Retain</b> until superseded and no longer needed for agency business</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>
14-12-68699 Rev. 0	<p><b>Forest Resources Plans</b></p> <p>Long-term plans includes all forest management plans adopted by DNR adopting state land management policies of state lands and state forest lands, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Habitat Conservation Plans;</li> <li>• Sustainable Harvest Plans;</li> <li>• Regional Forest Land Plans;</li> <li>• Watershed Analysis.</li> </ul>	<p><b>Retain</b> for 10 years after expiration or revocation</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

## 8. GEOLOGY AND EARTH RESOURCES

This section covers records relating to the function of primary source of geological products and services in support of decision-making by Washington's government agencies, its businesses, and the public. Records include various mining activities and geothermal, oil and gas development activities not currently covered by the *State Government General Records Retention Schedule*.

### 8.1 GEOLOGY COLLECTIONS

*The activity of documenting unique collections.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-05-10776 Rev. 1	<b>State Ghost Towns Collection</b> Data collection on State ghost towns. Excludes records covered by <i>Special Collections (DAN GS 15025)</i> .	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM
94-06-53746 Rev. 1	<b>Washington Coal Mine Map Collections</b> 1100 original blueprints, black line copies, blue line copies, linen copies, hand drawn copies of underground coal mine workings, ground coal mine workings in the state of Washington. Used to accurately locate mines and to respond to collapses in urban areas. Excludes records covered by: <ul style="list-style-type: none"> <li>Publishing resources covered by <i>Photographs, Graphics and Visual Resources (DAN GS 15007)</i>;</li> <li>Records covered by <i>Special Collections (DAN GS 15025)</i>.</li> </ul>	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM



## 8.2 PLANNING AND REPORTING

*The activity of research to identify and assess geologic hazards and subsurface conditions for land-use and planning activities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-05-10778 Rev. 1	<b><i>Abandoned or Inactive Mines</i></b> Records documenting inactive or abandoned mine lands in the state. Documentation focuses on physical characteristics and hazards and water-related issues. Accurate location, current or previous ownership, and land status information. Used to determine if remedial or reclamation activities are warranted and also serves to update information on properties. Abandoned mines can also cause extensive losses of aquatic and terrestrial habitat.	<b>Retain</b> for 6 years after superseded <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
14-12-68700 Rev. 0	<b><i>Geology Research and Studies</i></b> Records relating to geology that includes, but is not limited to: soils, surficial deposits, bedrock, stratigraphy, paleontology, mineralogy, geochemistry, geochronology, structural geology, hydrology, geophysics (seismic, gravity, magnetic and other surveys), offshore mineral exploration, oil and gas studies for regulatory measures etc. Excludes records covered by <i>Studies and Operational Plans (DAN GS 10001)</i> .	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
75-05-10774 Rev. 1	<b><i>Local Government Land Use Plans and Amendments</i></b> Records relating to city and county land use plans of critical areas, natural resource lands, urban growth areas for Growth Management Act and non-Growth Management Act planning. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Geology and mineral industry planning research;</li> <li>• Amendments;</li> <li>• Background/reference records (such as maps);</li> <li>• Determinations.</li> </ul>	<b>Retain</b> until superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

### 8.3 REGULATORY PERMITTING ACTIVITIES

*The activity of regulatory functions of DNR relating to coal, oil and gas, mining and minerals, and permits.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-05-10784 Rev. 1	<p><b>Regulatory Permits</b></p> <p>Records of Surface Mining Reclamation and Exploration Permits (hardrock, non-metals and coal mining) under the Surface Mining Act. RCW 78.44 and WAC 332.18. <i>(i.e. agency jacket prefix 70)</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application;</li> <li>• Final reclamation plan and method of operation;</li> <li>• Inspector's release form;</li> <li>• Performance Security Documents;</li> <li>• Regulatory and non-regulatory framework;</li> <li>• Topographical maps; amendments/revisions to permit.</li> </ul> <p>Or records of Oil and Gas Drilling and Geothermal Exploration Permits Oil and Gas under the Conservation Act and RCW 78.52 and WAC 344-12.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application;</li> <li>• Well Record or History;</li> <li>• Notice of Intention;</li> <li>• Production &amp; Drilling Bonds;</li> <li>• Drill, re-drill, or deepen a well for Geothermal Resource Bonds.</li> </ul>	<p><b>Retain</b> for 10 years after release of bond, revoked, or denied <i>and</i> conditions of reclaimed mine areas satisfied <i>and</i> violations (if any) corrected/resolved <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

## 9. HUMAN RESOURCE MANAGEMENT

This section covers records relating to managing the agency's workforce which are not currently covered by the *State Government General Records Retention Schedule*.

See *State Government General Records Retention Schedule* for additional records relating to human resource management.

<b>9.1 PERSONNEL</b> <i>The activity of documenting an individual's employment with state government agency to include employment programs not currently covered in the State General Records Retention Schedules.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-12-68698 Rev. 0	<p><b><i>Emergency/Disaster Preparedness – Contact and Emergency Medical</i></b></p> <p>Personal contact information compiled to facilitate contact in the event of an emergency or natural disaster. Includes employees, students, volunteers, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Personal contact information (cell/home phone, email address, etc.);</li> <li>• Medical information/cards (provider name, blood type, allergies, ADA requirements, etc.);</li> <li>• Physical pick-up information (for students/minors, etc.).</li> </ul> <p><i>Note: Not part of employee personal file. Records are maintained by each section/division for use in the event of emergency/disaster. Confidential, shred to destroy.</i></p>	<p><b>Retain</b> until superseded or end of employment <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## 9.1 PERSONNEL

*The activity of documenting an individual's employment with state government agency to include employment programs not currently covered in the State General Records Retention Schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-04-09963 Rev. 1	<p><b><i>Washington Conservation Corps (WCC) Members and Subprograms</i></b></p> <p>Records relating to personnel enrolled in the federal Washington Conservation Corps (WCC). The program consists of three subprograms: AmeriCorps, Veteran Conservation Corps, and Puget Sound Corps. WCC is federally funded employment program that provides opportunity for young adults and military veterans returning from war to gain hands-on experience in the environmental field or other DNR stewardship project for state lands and recreation areas for 6 months to 1 year.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Copies of sponsor contracts;</li> <li>• Program enrollment records;</li> <li>• Time accounting;</li> <li>• Training and development;</li> <li>• Member records: stewardship assignments; scholarship information;</li> <li>• Travel miscellaneous records etc.</li> </ul> <p><i>Note: WCC and Sub-programs members are not state employees. Records must be kept 6 years after employment to cover Federal Requirements to retain until employee is no longer eligible to use Federal Tuition grant.</i></p>	<p><b>Retain</b> for 6 years after end of employment <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## 10. RESOURCE PROTECTION

This section covers records relating to DNR's responsibilities for fire prevention and suppression, and overseeing forest practices not currently covered by the *State Government General Records Retention Schedule*.

### 10.1 COMMUNICATIONS/DISPATCH

*The activity of the regional lead units function of receiving, maintaining, and disseminating information relating to incidents.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68847 Rev. 0	<p><b><i>Non-Statistical (Unclassified, False Alarms, Other Agency) Fire Incident Records</i></b></p> <p>Records that document the administrative and operational activities taken for non-statistical incidents.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• Cost sheet;</li> <li>• Emergency Incident Response Statistics (EIRS) validation;</li> <li>• Resource Orders;</li> <li>• WildCAD logs.</li> </ul>	<p><b>Retain</b> for 2 years after incident is closed</p> <p><i>and</i></p> <p>no longer needed for agency business</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## 10.1 COMMUNICATIONS/DISPATCH

*The activity of the regional lead units function of receiving, maintaining, and disseminating information relating to incidents.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68848 Rev. 0	<p><b>Statistical (Classified) Fire Incident Records – Administrative Files</b></p> <p>Incident command system records documenting the administrative and operational actions which consist of procedures for controlling personnel, facilities, equipment and communications to address DNR's fire incidents from beginning to end.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agency administrative briefings (internal briefings);</li> <li>• Financial copies of incident fiscal, accounting &amp; purchasing records;</li> <li>• Liaison officer records (i.e. contact log/communication records);</li> <li>• Logistics services and supply records in support of tactical operations;</li> <li>• Performance evaluations;</li> <li>• Planning records (resources/personnel, demobilization, fire behavior, training data, assessments/inspection checklist, status summary reports – except final);</li> <li>• Resource orders (aircraft, crews, equipment, supplies, overhead);</li> <li>• Safety officer reports/accident logs &amp; hazard training records;</li> <li>• Tactical and air operation records (i.e. contingency plans, evacuation plans, air operations/helebase).</li> </ul> <p><i>Note: Records may contain some confidential or exempt records, (i.e. medical records, disciplinary actions) these must be labeled and protected if disclosed or used in litigation.</i></p>	<p><b>Retain</b> for 7 years after incident is closed <i>and</i> no longer needed for agency business <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 10.1 COMMUNICATIONS/DISPATCH

*The activity of the regional lead units function of receiving, maintaining, and disseminating information relating to incidents.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68849 Rev. 0	<p><b>Statistical (Classified) Fire Incident Records – History Files</b></p> <p>Incident command system records that document significant events, actions taken, lessons learned and other fire incident information with long-term value for managing natural resources on DNR lands.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Analysis (Fire Situation Analyses/Incident Complexity Analysis);</li> <li>• DIS/WFDDS Initial &amp; Re-certifications;</li> <li>• Emergency Incident Response Statistics (EIRS) Fire Reports;</li> <li>• Final Fire Perimeter Map/Final Fire Progression Maps;</li> <li>• Final Fire Reports (i.e. Behavior Summary, Incident Narrative, Fire Investigation)</li> <li>• Fire Cost Recovery Records;</li> <li>• Incident Actions Plans (Original &amp; Corrected);</li> <li>• Incident Complexity Analysis and Incident Briefings;</li> <li>• Infrared Imagery 2/Interpretation;</li> <li>• Logs (i.e. Key Decision Logs/WildCAD logs)</li> <li>• Newspaper Clippings/Press Releases/Closure Orders;</li> <li>• Other long-term records that may relate to joint operation &amp;/or mutual aid; other entities reports/analyses and other significant interactions with affected communities &amp; high-level management issues not incorporated in Fire Narrative.</li> </ul> <p><i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i></p>	<p><b>Retain</b> for 10 years after incident is closed <i>and</i> no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

## 10.1 COMMUNICATIONS/DISPATCH

*The activity of the regional lead units function of receiving, maintaining, and disseminating information relating to incidents.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
74-07-06313 Rev. 2	<p><b>WildCAD Logs</b></p> <p>Records documenting incoming and/or outgoing radio communication activities that relate to accidents, tracking personnel that are working alone in field, burning slash piles on State lands etc.</p> <p>Excludes fire incident records covered more specifically by:</p> <ul style="list-style-type: none"> <li>• <i>Statistical (Classified) Fire Incident Records – History Files (DAN 15-12-68849);</i></li> <li>• <i>Non Statistical (Unclassified, False Alarms, Other Agency) Fire Incident Records (DAN 15-12-68847).</i></li> </ul> <p><i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i></p>	<p><b>Retain</b> for 60 days after date of last entry <i>and</i> no longer needed for agency business <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 10.2 FIRE PROTECTION/PREVENTION

*The activity of preventing and suppressing fires and recovering fire suppression costs from responsible parties.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-06-11429 Rev. 3	<b><i>Annual Report – Fire Season Summary</i></b> Report relating to state’s annual forest fire season that summarizes fire danger, forest health, suppression performance, fiscal, operations and prevention.	<b>Retain</b> for 6 years after no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
72-07-02172 Rev. 1	<b><i>Burning Permits – Silvicultural</i></b> Records relating to DNR’s regulating of outdoor burning on all forest lands where DNR provides wildfire protection. When burning is allowed, Region Offices may authorize a burn permit (RCW 76.04.205). Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Application;</li> <li>• Approval/denial;</li> <li>• Supporting documentation.</li> </ul>	<b>Retain</b> for 3 years after denial, revocation, or expiration <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 10.2 FIRE PROTECTION/PREVENTION

*The activity of preventing and suppressing fires and recovering fire suppression costs from responsible parties.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-06-11432 Rev. 3	<p><b>Closed Area Notices – Forest Closures/Suspensions</b></p> <p>Records relating to when forest land is particularly exposed to fire danger where the department designates such land as subject to closure and adopt rules for protection of during extreme fire danger (RCW 76.04.305).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Published notices in counties;</li> <li>Posters with beginning and ending dates of closure on public highways.</li> </ul> <p><i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i></p>	<p><b>Retain</b> for 3 years after closure concludes <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
90-07-46280 Rev. 2	<p><b>Emergency Incident Response Statistics (EIRS) System Reports</b></p> <p>Agency web-based system used to track and report wildfire suppression activity and other DNR emergency responses. Reports are generated for individual or program use for different purposes or may be used in compiling other forest fire statistics.</p> <p>Excludes when reports covered by more specific records series.</p>	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
75-06-11433 Rev. 2	<p><b>Fire Cost Recovery Records</b></p> <p>Documents reclamation for fire suppression activities.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li><i>Statistical (Classified) Fire Incident Records – History Files (DAN 15-12-68849).</i></li> </ul> <p><i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i></p>	<p><b>Retain</b> for 3 years after closed <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 10.2 FIRE PROTECTION/PREVENTION

*The activity of preventing and suppressing fires and recovering fire suppression costs from responsible parties.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-06-11435 Rev. 2	<p><b>Fire Prevention and Mobilization Plans</b></p> <p>Records relating to regional fire prevention activities and operational plans, mobilization instructions, reports and related records concerning fire prevention.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>Statistical (Classified) Fire Incident Records – Administrative Files (DAN 15-12-68848).</li> </ul> <p><i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i></p>	<p><b>Retain</b> for 4 years after superseded <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
75-06-11430 Rev. 2	<p><b>Fire Protection Agreements</b></p> <p>Federal and state fire districts agreements concerning forest fire detection, prevention and protection.</p> <p><i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i></p>	<p><b>Retain</b> for 10 years after termination of agreement <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
75-06-11431 Rev. 3	<p><b>Forest Fire Protection Assessments (FFPA)</b></p> <p>Under RCW 76.04.610 the FFPA is paid by owners of private and state “forest land” annually. Landowners who have paid their forest fire protection fees are entitled to DNR wildfire suppression services. Records consist of department’s assessments on identified parcels, fee collection records, and request of cancellations.</p> <p><i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i></p>	<p><b>Retain</b> for 3 years after superseded <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 10.2 FIRE PROTECTION/PREVENTION

*The activity of preventing and suppressing fires and recovering fire suppression costs from responsible parties.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-06-11438 Rev. 2	<p><b>Prescribed Burning and Hazard Reduction</b></p> <p>Records documenting controlled burning research used to reduce risk of wildfires and meet specific land management objections such as reduce flammable fuels, restore ecosystem health, recycle nutrients, or prepare an area for new trees or vegetation under specifically controlled conditions to help land stewards manage forest and range lands.</p> <p><i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i></p>	<p><b>Retain</b> for 2 years after superseded <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
75-06-11439 Rev. 2	<p><b>Pre-suppression and Prevention Measures</b></p> <p>Records of all actions and measures aimed at reducing the likelihood of spread of a potential fire and at facilitating the efforts of effective suppression.</p> <p>Pre-suppression measures include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Fire breaks;</li> <li>• Forest roads management;</li> <li>• Forest stations;</li> <li>• Forest telecommunications (repeaters, radio telephones in forest lookout stations, fire engines, personnel vehicles);</li> <li>• Silvicultural treatments to reduce risk of ignition and spreading of fires.</li> </ul> <p><i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i></p>	<p><b>Retain</b> for 2 years after superseded <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 10.2 FIRE PROTECTION/PREVENTION

*The activity of preventing and suppressing fires and recovering fire suppression costs from responsible parties.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-06-11440 Rev. 2	<p><b>Suppression Measures – Forest Fires</b></p> <p>Records documenting all actions and measures aimed at facilitating rapid intervention and effective suppression of a potential fire.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Action plans of cooperation with other agencies and the public;</li> <li>• Fire equipment distribution;</li> <li>• Fire protection systems,</li> <li>• Forest fire fighting task force development;</li> <li>• Heliports and aerial means;</li> <li>• Water tanks.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Statistical (Classified) Fire Incident Records – Administrative Files (DAN 15-12-68848).</i></li> </ul> <p><i>Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.</i></p>	<p><b>Retain</b> for 2 years after superseded <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
75-06-11436 Rev. 2	<p><b>Weather Forecasts and Observations</b></p> <p>Records acquiring raw data to build a weather dataset for historical weather data. Gathers information on temperature, relative humidity, wind speed, wind azimuth, precipitation used for wildland fire analysis.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Statistical (Classified) Fire Incident Records – Administrative Files (DAN 15-XX-68848).</i></li> </ul>	<p><b>Retain</b> for 2 years after superseded <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 11. STATE LANDS MANAGEMENT

This section covers the distinctive activities relating to the managing of the agency's various state-owned lands (aquatic lands, uplands, and natural areas).

### 11.1 AQUATIC LANDS

*The activity of managing state-owned aquatic lands as a public trust and directed by RCW 79.105.030.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-12-68694 Rev. 0	<b><i>Aquatic Land Use Authorizations or Other Uses – Incomplete/Withdrawn</i></b> Records relating to applications and supporting documentation that were received but incomplete or applicant withdrawal and file numbers were never assigned.	<b>Retain</b> for 1 year after incomplete or withdrawn <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
95-06-55003 Rev. 1	<b><i>Aquatic Materials Purchase</i></b> Records pertaining to agreements for the sale of valuable materials to others from the beds, tidelands, and shorelands of state owned aquatic lands. These agreements include Geoduck sold as valuable materials under harvesting agreements (RCW 79.135.210), include forest products, forage, and sale of rock, gravel, sand and silt or dredge spoil sales etc. (RCW 79.140). ( <i>i.e. jacket prefix 31</i> ). Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Application and map, plat, or sketched area;</li> <li>• US Army Corps of Engineers Public Notice or a dredging permit;</li> <li>• Shorelines Substantial Development Permit or Exemption;</li> <li>• Hydraulics Project Approval Permit or any other regulatory permits issued for project;</li> <li>• Notice of acceptance;</li> <li>• SEPA document copies.</li> </ul>	<b>Retain</b> for 10 years after termination of agreement <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 11.1 AQUATIC LANDS

*The activity of managing state-owned aquatic lands as a public trust and directed by RCW 79.105.030.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-06-55005 Rev. 2	<p><b>Contaminated Sediment Files</b></p> <p>Records relating to sediment information collected and completed by the agency relating to potentially contaminated sites from careless farming, mining, and building activities that have possibly contaminated state owned reservoirs, rivers, and harbor sites and its effects on these bodies of water within the state of Washington.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) Superfund projects; sites listed on the Department of Ecology's Hazardous Sites List (WAC 173-340-330);</li> <li>• Model Toxics Control Act (MTCA) investigations, abatement, remediation, cleanup action plans, etc.;</li> <li>• Preliminary assessment/site inspection reports, remedial investigation/feasibility studies and reports, risk and endangerment assessment, etc.</li> </ul>	<p><b>Retain</b> for 10 years after clean-up complete <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 11.1 AQUATIC LANDS

*The activity of managing state-owned aquatic lands as a public trust and directed by RCW 79.105.030.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-06-55007 Rev. 2	<p><b><i>Dredge Materials – Site Use Authorization</i></b></p> <p>Records relating to dredge disposal authorizations and compliance monitoring on Department of Natural Resources (DNR) state-owned aquatic land disposal sites for materials dredged by others from rivers, harbors, and shipping lanes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• DNR Site Use Application and copies of agency permits required for dredge disposal operations (US Army Corps of Engineers Permits, WA Dept. of Ecology Water Quality Certification, WA Dept. of Fish and Wildlife Hydraulic Project Approval, Shoreline Substantial Development Permit or Exemption Letter);</li> <li>• Amendments, memos, or approved changes;</li> <li>• Plan of Operations;</li> <li>• Final Characterization Report;</li> <li>• Dredge Management Program evaluations;</li> <li>• Maps, photos, surveys.</li> </ul>	<p><b>Retain</b> for 10 years after termination of authorization <i>and</i> conditions of authorization satisfied <i>and</i> violations (if any) corrected/resolved <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>



## 11.1 AQUATIC LANDS

*The activity of managing state-owned aquatic lands as a public trust and directed by RCW 79.105.030.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-07-22862 Rev. 2	<p><b>Harbor Area Leases</b></p> <p>Records pertaining to leases to others of state harbor areas of navigable waters reserved for landings, wharves, streets and other conveniences for navigation, water-dependent commerce and water-oriented commerce and other interim uses. (<i>i.e. agency jacket prefix 22</i>)</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications;</li> <li>• Leases or Re-leases;</li> <li>• Bonds with surety;</li> <li>• Plans and drawings and other data concerning the proposed wharves, docks or other structures or improvements.</li> </ul>	<p><b>Retain</b> for 10 years after termination/closure of lease <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>
14-12-68704 Rev. 0	<p><b>Recreational, Scientific Mooring Buoy or Boatlift License or Registration</b></p> <p>Records relating to applications for mooring or scientific use buoy licenses or permits in accordance with regulations. Includes the approval for buoy mooring authority and the mooring areas. (<i>i.e. jacket prefix 23</i>)</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application forms and supporting documentation;</li> <li>• Plans of Operations and Maintenance;</li> <li>• Renewal forms and supporting documentation;</li> <li>• Notifications of approval or refusal;</li> <li>• Notices of expiration, cancellation, surrender.</li> </ul>	<p><b>Retain</b> for 6 years after mooring buoy or lift removed or demolished <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 11.1 AQUATIC LANDS

*The activity of managing state-owned aquatic lands as a public trust and directed by RCW 79.105.030.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-12-68705 Rev. 0	<p><b>Right of Entry License/Permits</b></p> <p>Records relating to right of entry onto public-owned aquatic lands for a specified temporary purpose and limited term of the land use. <i>(i.e. agency jacket prefix 23)</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications and Agreement;</li> <li>• Exhibit A;</li> <li>• Exhibit B (Plan of Operations).</li> </ul>	<p><b>Retain</b> for 6 years after permit/license expires or revoked</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
95-06-55016 Rev. 1	<p><b>Rights of Way Use Agreements</b></p> <p>All records related to easements and rights of way through, over and across any state-owned aquatic lands (tidelands, shorelands, beds of navigable waters etc.). Records pertaining to linear projects (communication, utility, or transportation facilities, including roads, railroads, bridges, natural gas or oil pipelines, water and sewer lines, outfalls and various communications cables). <i>(i.e. jacket prefix 51)</i></p>	<p><b>Retain</b> for 10 years after termination of agreement</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR

## 11.1 AQUATIC LANDS

*The activity of managing state-owned aquatic lands as a public trust and directed by RCW 79.105.030.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-07-22863 Rev. 2	<p><b><i>Tideland and Shoreland Leases</i></b></p> <p>Records relating to leases of state-owned tidelands, shorelands and beds of navigable waters. May also include non-water dependent use authorizations such as mineral or geothermal leases. (<i>i.e. agency jacket prefix 20</i>)</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications;</li> <li>• Leases or Re-leases;</li> <li>• Bonds with surety;</li> <li>• Plans and drawings and other data concerning the proposed wharves, docks or other structures or improvements.</li> </ul> <p>Excludes records covered <i>more specifically</i> in another records series.</p>	<p><b>Retain</b> for 10 years after termination/closure of lease <i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>
79-07-22857 Rev. 3	<p><b><i>Tideland and Shoreland Purchases (1<sup>st</sup> &amp; 2<sup>nd</sup> Class)</i></b></p> <p>Records relating to any person entitled to purchase under RCW 79.125.200 and claiming a preference right of purchase of any of the state-owned tidelands or shorelands of the first and second class. (<i>i.e. agency jacket prefix 24 or 26</i>).</p> <p><i>Note: per RCW 79.125.200 State-owned tidelands, shorelands, and waterways can only be sold to public entities. Also, since there is no inventory for unknown quantity of aquatic lands, these records are essential for review and analysis in determining current state ownership of aquatic lands that support litigation, ownership disputes and general ownership determinations.</i></p>	<p><b>Retain</b> for life of agency <i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

## 11.1 AQUATIC LANDS

*The activity of managing state-owned aquatic lands as a public trust and directed by RCW 79.105.030.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-11-56196 Rev. 2	<p><b>Unauthorized Use and Occupancy of Aquatic Lands – No Action</b></p> <p>These records pertain to unauthorized use and occupancy of state-owned aquatic land without a lease (RCW 79.01.471) where no trespass action is taken. <i>(i.e. agency jacket prefix 21)</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Notification of state ownership;</li> <li>• Right to occupy through execution of a lease;</li> <li>• Assessed monthly use and occupancy fees of trespassing party;</li> <li>• Correspondence, photos, maps.</li> </ul> <p>Excludes records relating to trespass actions or those resolved and transferred to a lease that are covered more specifically in another record series.</p>	<p><b>Retain</b> for 6 years after identified with no action taken</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
95-06-55020 Rev. 1	<p><b>Waterway Vacations</b></p> <p>Records relating to request for the DNR to vacate state waterways (RCW 79.120.060) as vacated by Commissioner's Order. <i>(i.e. agency jacket prefix 51)</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application to vacate state waterways;</li> <li>• Eligibility for waterway vacation;</li> <li>• Supporting documentation, legal description, and exhibits;</li> <li>• Formal request to Commissioner of Public Lands;</li> <li>• DNR reviews.</li> </ul> <p>Excludes the Commissioner's Order of the Waterway Vacation decision covered by <i>Commissioner's Orders (DAN 79-07-22870)</i>.</p>	<p><b>Retain</b> for 10 years after vacation is approved</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR

## 11.2 LANDS SURVEY, BOUNDARIES, RESOURCE MAPPING, PLATS, & REGISTERS

*The activity of maintaining state land records of physical conditions that support legal descriptions and other evidentiary documentation.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-04-09766 Rev. 1	<b><i>Aerial Photographs</i></b> Aerial photographs of ownership or section coverage properties, maintenance of state owned lands, location of timber sales and roads or other areas of interest. Photographs may exist as negatives, prints or digital images. Provide a visual documentation of changes made to lands over time.	<b>Retain</b> for life of agency <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
85-06-35827 Rev. 1	<b><i>Boundary Survey Maps (Original)</i></b> Records of state land boundaries and other corner monument evidence. Originals must be retained for inspection and legal reference.  Excludes secondary records created for convenience of reference or distribution (such as digital or informational copies when made available for public inspection) covered by <i>Secondary (Duplicate) Copies (DAN GS 50005)</i> .	<b>Retain</b> for life of agency <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
75-04-09970 Rev. 1	<b><i>Geographic Names</i></b> Records pertaining to the committee on geographic names as established by RCW 43.30.293. May include documentation of the process, decisions, narrative reports and recommendations to the board, research materials, correspondence, administrative notes and other documentation related to committee decisions. Also includes filings of official names for lakes, mountains, streams, places, towns and other geographic features within the state as adopted by the board and published by the Washington State Register.  <i>Note: Records are managed by DNR's Survey Office, Resource Mapping section.</i>	<b>Retain</b> until superseded or no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR

## 11.2 LANDS SURVEY, BOUNDARIES, RESOURCE MAPPING, PLATS, & REGISTERS

*The activity of maintaining state land records of physical conditions that support legal descriptions and other evidentiary documentation.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-10-29023 Rev. 2	<b><i>Harbor Area Jurisdictional Boundaries</i></b> Official documentation of the agency's legal jurisdictional boundary, changes to its boundary and leases applied across harbor areas.	<b>Retain</b> for 20 years after superseded <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
84-11-34673 Rev. 5	<b><i>Monumentation Information Collections</i></b> Records of monumentation or remonumentation collections marking horizontal and vertical control points with these permanent structures such as concrete pedestals and metal plaques. Once surveyed and marked, these monuments can be used for further surveying and for the alignment of land-parcel boundaries and infrastructures. These records must be available for public inspection. Includes, but not limited to: <ul style="list-style-type: none"> <li>• Cadastral Survey, Including Bureau of Land Management (BLM) Information</li> <li>• Monumentation records of alteration, preservation or destruction</li> <li>• Monuments and Surveys.</li> </ul> <i>Note: These records are required to be maintained permanently for public inspection by statute.</i>	<b>Retain</b> for life of agency <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR

## 11.2 LANDS SURVEY, BOUNDARIES, RESOURCE MAPPING, PLATS, & REGISTERS

*The activity of maintaining state land records of physical conditions that support legal descriptions and other evidentiary documentation.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-12-68702 Rev. 0	<p><b>Plats/Plat Books/Indexes to Plats</b></p> <p>Documents the legal survey and mapping of lands. Records of plats documenting location, boundaries and legal descriptions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Condemnation Plats;</li> <li>• Federal Government Land Office Survey Plats;</li> <li>• Right of Way Plats.</li> </ul>	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>
14-12-68706 Rev. 0	<p><b>State Base Mapping System</b></p> <p>Records used to provide a coordinated system of state base maps to assist all levels of government agencies, the public and private sectors as well as mapping fires, roads, region boundaries, and land ownership boundaries for DNR. (Chapter 58.22 RCW)</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Base Separates (Maps);</li> <li>• High Altitude Photo Map;</li> <li>• Land Base Plats (type and topog);</li> <li>• Original Type Maps;</li> <li>• Orthophotography and Cartographic;</li> <li>• Includes maps and drawings stored and generated by Geographic Information System (GIS) and computer aided design (CAD) systems;</li> <li>• Water Type Modification and Water Type Maps.</li> </ul> <p>Excludes records when covered <i>more specifically</i> in another records series.</p>	<p><b>Retain</b> until superseded or no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

## 11.2 LANDS SURVEY, BOUNDARIES, RESOURCE MAPPING, PLATS, & REGISTERS

*The activity of maintaining state land records of physical conditions that support legal descriptions and other evidentiary documentation.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-06-35828 Rev. 1	<b><i>Survey Data Collections and Field Books</i></b> Provides field analysis and inspection through documenting observations, measurements, questionnaires, or research of legal instruments, and data analysis in the support of planning, designing, and establishing of property boundaries, corner notes, ownership information etc. Maybe used to establish cadastral surveys and land boundaries, mapping and certifying surveys as required by statute or local ordinance.	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
81-10-29012 Rev. 1	<b><i>Tideland/Shoreland (1<sup>st</sup> and 2<sup>nd</sup> Class) Harbor Area Index Plates</i></b> Provides a record (on maps or books) of state aquatic land transactions (sales, leases, easements, etc.). Finding aids/indexes may include name, description, and plat number.	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
81-10-29014 Rev. 1	<b><i>Tideland/Shoreland and Harbor Area Maps</i></b> Provides a record of location of boundary lines, surveys, re-surveys of state-owned tide/shorelands and harbor areas. May include but not limited to: original hard back maps. Excludes maps when covered by more specifically in another records series.	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR



## 11.2 LANDS SURVEY, BOUNDARIES, RESOURCE MAPPING, PLATS, & REGISTERS

*The activity of maintaining state land records of physical conditions that support legal descriptions and other evidentiary documentation.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-10-29027 Rev. 2	<b><i>Tideland/Shoreland and Harbor Line Calculations and Surveys</i></b> Provides a record of mathematical calculations (measurements, dimensions, descriptions, boundaries, areas and contours) of tideland/shorelands and harbor line performed for State Aquatic Lands Surveys. Excludes records when covered more specifically in another records series.	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
79-07-22890 Rev. 2	<b><i>Tract Books and Registers – Aquatics and Uplands</i></b> The activity of registering state land transactions and significant activities occurring on state managed lands.	<b>Retain</b> for until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR

### 11.3 UPLAND EXCHANGES & TRANSACTIONS

*The activity of exchanging land with other public and private parties under statutory authority. Transactions may include sales/purchases of replacement properties to satisfy trust land management fiduciary duties.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-07-22869 Rev. 3	<p><b>Land Exchange Files</b></p> <p>Records relating to land exchanges, approved by the Board, in order to facilitate the marketing of forest products from state lands, to maintain or increase lands determined to be in the best interest of the trust, to consolidate or block up lands, to acquire urban property with higher income generating potential, or to acquire lands having commercial recreational leasing potential. Exchange of property or property rights includes aquatic lands, exchange and purchase combined, Inter-trust, land bank, mineral exchange or trust land transfers. <i>(i.e. agency jacket prefix 86)</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Baseline documentation, required habitat documentation and interim management plans;</li> <li>• Planning documents related to land transactions;</li> <li>• Critical correspondence with landowners/sellers/grantors;</li> <li>• Due diligence materials (surveys, appraisals, land audits, title reports, etc.) required to complete the transaction process and/or those required by law;</li> <li>• Key summary notes on acquisition process;</li> <li>• Letters of intent and landowner option agreements;</li> <li>• Recorded originals or copies of recorded originals; includes conservation easement, transfer return, title policy, partial release, quit claims, copies deeds etc.</li> </ul>	<p><b>Retain</b> for 10 years after issuance and acceptance of deed <i>then</i> <b>Transfer</b> to Washington State Archives permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

### 11.3 UPLAND EXCHANGES & TRANSACTIONS

*The activity of exchanging land with other public and private parties under statutory authority. Transactions may include sales/purchases of replacement properties to satisfy trust land management fiduciary duties.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-12-68701 Rev. 0	<b>Land Sales – State Mineral Rights Reserved</b> Records pertaining to the sale of state trust lands where the state maintains the mineral rights. Includes all title documents related to mineral rights, all records of commercial mineral activities, all documents indicating location and nature of mineral resources, and any transactional files that relate to chain of title of reserved mineral rights. <i>(i.e. agency jacket prefix 02)</i>	<b>Retain</b> 10 years after mineral rights exchanged <i>then</i> <b>Transfer</b> to Washington State Archives permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
79-07-22865 Rev. 4	<b>State Water Rights</b> Records pertaining to water rights on state trust lands where land was sold but the Department withheld the water rights from the deed at the time of sale. <i>(i.e. agency jacket prefix 78)</i> <i>Note: Specific documentation from land sales may need to be maintained with the water rights files and retained according to water rights retention period.</i>	<b>Retain</b> 10 years after terminated or transferred <i>then</i> <b>Transfer</b> to Washington State Archives permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
14-12-68707 Rev. 0	<b>Transactions Proposed – Unsuccessful</b> Records relating to proposals made by the agency for the purchase, exchange, transfer or sale of real property where the offer is not accepted or is withdrawn by the agency. Includes, but not limited to: negotiations, purchase offers, appraisals, and title reports etc.	<b>Retain</b> for 3 years after offer declined or withdrawn <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 11.4 UPLAND PRODUCT SALES AND LEASING

*The activity relating to product sales and leasing of state trust lands and related activities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-06-55207 Rev. 1	<b><i>Agricultural or Grazing Leases</i></b> Records that document state trust land leases for agriculture, grazing and permit range. <i>(i.e. agency jacket prefixes 10, 11, 12)</i>	<b>Retain</b> for 10 years after termination/closure of lease <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
72-07-02153 Rev. 1	<b><i>Bureau Scale Certification</i></b> Records relating to ensuring that weight scales or other measurement devices are certified when used in determining accuracy of production reports for appropriate revenues. Expires annually.	<b>Retain</b> until superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
95-06-55208 Rev. 1	<b><i>Commercial, Industrial, Business, or Recreational Leases</i></b> The records document land leased for commercial/industrial, business or recreational uses. <i>(i.e. agency jacket prefixes 39 and 59)</i>	<b>Retain</b> for 10 years after termination/closure of lease <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR

## 11.4 UPLAND PRODUCT SALES AND LEASING

*The activity relating to product sales and leasing of state trust lands and related activities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
97-08-57965 Rev. 1	<p><b>Communication Site Leases</b></p> <p>Records of leasing sites for communication infrastructure and technologies with the placement of buildings towers suitable for AM/FM, broadcast radio, 2-way radio, amateur radio for public safety use, television, microwave radio, cellular and wireless broadband applications for private and public entities. <i>(i.e. agency jacket prefix 52)</i></p> <p><i>Note: Agency may need to retain these records longer in order to comply with additional federal regulatory requirements.</i></p>	<p><b>Retain</b> for 10 years after termination/closure of lease <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>
85-06-35830 Rev. 1	<p><b>Cutting Line Agreements</b></p> <p>Records relating to agreements with DNR and adjoining land owners giving permission to cut timber up to a mutually agreed upon line. <i>(i.e. agency jacket prefix 96)</i></p> <p>Excludes records when covered more specifically in another record series (i.e. Timber Sales).</p>	<p><b>Retain</b> for 6 years after termination or completion of timber harvest, whichever is sooner <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
72-07-02170 Rev. 2	<p><b>Log and Load Accountability Documents</b></p> <p>Records relating to scale (measuring) timber sales generated at the Region level for billing. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Load Tickets;</li> <li>• Log and Load Reports;</li> <li>• Load Accountability Summary;</li> <li>• DNR/Purchaser Activity Summary.</li> </ul>	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## 11.4 UPLAND PRODUCT SALES AND LEASING

*The activity relating to product sales and leasing of state trust lands and related activities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
94-04-53635 Rev. 1	<p><b>Registered Marks or Brands</b></p> <p>Records relating to applications for brands and catch brands submitted to the Department by owners who wish to identify any of their forest products which will be stored or transported in or on the waters of the state. Registration certifications are renewed every five-year period (Chapter 76.35 RCW).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications;</li> <li>• Applicant disputes;</li> <li>• Brand denials;</li> <li>• Renewal Correspondence;</li> <li>• Registrations, certifications, assignments;</li> <li>• Petitions of cancellations;</li> <li>• Notifications of expiration.</li> </ul>	<p><b>Retain</b> for 6 years after superseded <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
95-06-55209 Rev. 2	<p><b>Special Forest Products</b></p> <p>Records relating to harvesting, transporting, possessing and purchasing specialized forest products (Chapter 76.48 RCW).</p>	<p><b>Retain</b> for 6 years after expiration or termination <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 11.4 UPLAND PRODUCT SALES AND LEASING

*The activity relating to product sales and leasing of state trust lands and related activities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-06-55028 Rev. 2	<p><b>Timber Sales</b></p> <p>Records relating to timber sales on State uplands. (<i>i.e. agency jacket prefix 30</i>)</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Record Searches, Board Sales and Revisions;</li> <li>Contracts &amp; related documents (such as Agreement and Consent to Assignment, Amendments, Road Plan);</li> <li>Sales Administration documents (such as Certification of Liability Insurance, correspondence, payment security bonds, reports of sale of valuable materials, final operating releases, branding hammer agreement, etc.);</li> <li>Finance documents (such as Performance Bonds, payment securities, rent calculations, audit reports, cash flow reports);</li> <li>Pre-Sales documents (such as FPA, HCP checklist, Notice of Final determinations; cutting line agreements etc.);</li> <li>SEPA document copies.</li> </ul>	<p><b>Retain</b> for 50 years after termination <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>
95-06-55027 Rev. 1	<p><b>Upland Material Purchases</b></p> <p>Records relating to Department's sale of upland materials (rock, sand, clay, and gravel). (<i>i.e. agency jacket prefix 32</i>)</p>	<p><b>Retain</b> for 6 years after termination <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 11.4 UPLAND PRODUCT SALES AND LEASING

*The activity relating to product sales and leasing of state trust lands and related activities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-06-55203 Rev. 3	<p><b><i>Upland Subsurface Use Leases or Contracts</i></b></p> <p>Records granting leases for the extraction of oil and gas, mineral prospecting and mining. <i>(i.e. agency jacket prefixes 63, 64, 65, or 70).</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications for a coal option contract on state uplands;</li> <li>• Applications to convert a coal option contract on state lands to a coal mining contract;</li> <li>• Application for a mineral prospecting lease;</li> <li>• Applications to conversion of a mineral prospecting lease to a mining contract;</li> <li>• Lease or contract specific supporting documentation required etc.</li> </ul>	<p><b>Retain</b> for 10 years after expiration <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>
95-06-55206 Rev. 1	<p><b><i>Various Upland Use Permits</i></b></p> <p>Records relating to recreation for vehicular and non-vehicular uses, special education permits or scientific uses, special events <i>(i.e. agency jacket prefix 60).</i></p>	<p><b>Retain</b> for 6 years after revoked or terminated <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



## 11.5 UPLAND RIGHTS-OF-WAY/EASEMENTS

*The activity of managing rights-of-way's on state lands and acquiring rights-of-way's and easements on private land to facilitate access to state lands.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59306 Rev. 1	<b><i>Right of Way – Temporary Use Permits</i></b> Department granted easement permits across department-managed lands for temporary use. Includes road use permits (RUPs), timber hauling or utility use permits. <i>(i.e. jacket prefix 50).</i>	<b>Retain</b> for 6 years after termination <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
79-07-22858 Rev. 4	<b><i>Upland Easements</i></b> Department granted easements across department-managed lands to either county public works or Department of Transportation. <i>(i.e. agency jacket prefixes 50, 55, or 58).</i> Includes, but not limited to: <ul style="list-style-type: none"> <li>• Conservation Riparian/Legacy Easement Agreements;</li> <li>• County Road Easements;</li> <li>• Easement Acquisitions;</li> <li>• Easement Exchange Agreements;</li> <li>• State Road Easements.</li> </ul> Excludes records covered by <i>Right of Way – Temporary Use Permits (DAN 99-11-59306).</i>	<b>Retain</b> for 6 years after termination <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR

## 12. LEGACY RECORDS

This section covers records no longer being created or received by the Department of Natural Resources which have yet to reach their minimum retention period.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-06-55024 Rev. 1	<b><i>Court Cases – Aquatics</i></b> Non-active or closed court cases pertaining to aquatic lands harbor cases. <i>Note: This record series covers only those existing boxes stored at the State Records Center and microfilm copies.</i>	<b>Retain</b> for 50 years after closure of court case <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
79-07-22853 Rev. 1	<b><i>Upland Purchases of Land and Granting of Easements</i></b> Records of sales of state uplands and granting of easements over state uplands to others. Excludes records now covered more specifically in other records series. <i>Note: This series covers approximately 738 boxes currently stored at Records Center containing a mix active/inactive aquatic land, upland easements, land sales/purchases, and timber sales requiring program review prior to their transfer.</i>	<b>Retain</b> for 75 years after termination <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR

## GLOSSARY

### ***Appraisal***

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

### ***Archival (Appraisal Required)***

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

*Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.*

### ***Archival (Permanent Retention)***

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

*WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates.*

### ***Disposition***

Actions taken with records when they are no longer required to be retained by the agency.

*Possible disposition actions include transfer to Washington State Archives and destruction.*

### ***Disposition Authority Number (DAN)***

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.

### ***Essential Records***

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

*Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.*

### **Non-Archival**

Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

*Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.*

### **Non-Essential Records**

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.

### **OFM (Office Files and Memoranda)**

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

*RCW 40.14.010 – Definition and classification of public records.*

*(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”*

### **OPR (Official Public Records)**

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

*RCW 40.14.010 – Definition and classification of public records.*

*(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”*

### **Public Records**

**RCW 40.14.010 – Definition and classification of public records.**

*“... The term “public records” shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and*

*including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business..."*

***Records Series***

**A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.**

***State Records Committee***

**The committee established by RCW 40.14.050 to review and approve disposition of state government records.**

*Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.*

## INDEXES ARCHIVAL RECORDS

*See the State Government General Records Retention Schedule for additional "Archival" records.*

### AGENCY MANAGEMENT

Budget and Economics	
Economic Analysis, Surveys, and Reports .....	5
Forecasting Documents.....	6
Cultural and Historical	
Cultural Resource Assessment – Stand Alone .....	7
Tribal Relations.....	8
Executive Level Records	
Board of Natural Resources (BNR) Proceedings and Resolutions .....	9
Commissioner's Orders .....	9

### ASSET MANAGEMENT

Upland Rights of Way/Easements	
Upland Easements.....	57

### ENFORCEMENT

Investigations	
Investigation/Incident Reports (IIRs) – Death or Serious Injury .....	15

### FOREST RESOURCES

Planning and Data	
Endangered and Threatened Wildlife Surveys .....	22
Forest Resources Inventory System (FRIS) Records .....	23

### GEOLOGY AND EARTH RESOURCES

Geology Collections	
State Ghost Towns Collection .....	24
Washington Coal Mine Map Collections .....	24
Planning and Reporting	
Abandoned or Inactive Mines .....	25
Geology Research and Studies .....	25
Regulatory Permitting activities	
Regulatory Permits.....	26

### LEGACY RECORDS

Court Cases – Aquatics .....	58
Upland Purchases of Land and Granting of Easements .....	58

### RESOURCE PROTECTION

Communications/Dispatch	
Statistical (Classified) Fire Incident Records – History Files .....	31
Fire Protection/Prevention	
Annual Report – Fire Season Summary.....	33

### STATE LANDS MANAGEMENT

Aquatic Lands	
Dredge Materials – Site Use Authorization .....	40
Harbor Area Leases .....	41
Rights of Way Use Agreements.....	42
Tideland and Shoreland Leases .....	43
Tideland and Shoreland Purchases .....	43
Waterway Vacations .....	44
Land Survey, Boundaries, Resource Mapping, Plats, & Registers	
Boundary Survey Maps (Original) .....	45
Geographic Names .....	45
Harbor Area Jurisdictional Boundaries.....	46
Monumentation Information Collections .....	46
Plats/Plat Books/Indexes to Plats.....	47
State Base Mapping System .....	47
Survey Data Collections and Field Books .....	48
Survey Tide/Shoreland and Harbor Line Calculations and Surveys.....	49
Tideland/Shoreland (1 <sup>st</sup> and 2 <sup>nd</sup> Class) Harbor Area Index Plates .....	48
Tideland/Shoreland and Harbor Area Maps .....	48
Tract Books and Registers – Aquatics and Uplands .....	49
Upland Exchanges	

Land Exchange Files.....	50	Commercial, Industrial, Business, or Recreational Leases .....	52
Land Sales – State Mineral Rights Reserved.....	51	Communication Site Leases .....	53
State Water Rights .....	51	Timber Sales .....	55
Upland Product Sales and Leasing		Upland Subsurface Use Leases or Contracts .....	56
Agriculture or Grazing Leases.....	52		

## **INDEX: ESSENTIAL RECORDS**

*See the State Government General Records Retention Schedule for additional "Essential" records.*

**(As of December 2015 – Department of Natural Resources has not completed its Essential Records Designations)**



## INDEX: DISPOSITION AUTHORITY NUMBERS (DAN'S)

14-12-68693.....	10	74-07-06313.....	32	79-07-22858.....	57	95-06-55016.....	42
14-12-68694.....	38	74-07-06344.....	10	79-07-22862.....	41	95-06-55020.....	44
14-12-68695.....	17	74-07-06386.....	6	79-07-22863.....	43	95-06-55024.....	58
14-12-68696.....	20	74-12-08063.....	11	79-07-22865.....	51	95-06-55027.....	55
14-12-68697.....	7	75-04-09766.....	45	79-07-22869.....	50	95-06-55028.....	55
14-12-68698.....	27	75-04-09963.....	28	79-07-22870.....	9	95-06-55203.....	56
14-12-68699.....	23	75-04-09970.....	45	79-07-22890.....	49	95-06-55206.....	56
14-12-68700.....	25	75-05-10774.....	25	81-10-29012.....	48	95-06-55207.....	52
14-12-68701.....	51	75-05-10776.....	24	81-10-29014.....	48	95-06-55208.....	52
14-12-68702.....	47	75-05-10778.....	25	81-10-29023.....	46	95-06-55209.....	54
14-12-68704.....	41	75-05-10784.....	26	81-10-29027.....	49	95-08-57965.....	53
14-12-68705.....	42	75-06-11429.....	33	84-11-34673.....	46	95-11-56196.....	44
14-12-68706.....	47	75-06-11430.....	35	85-06-35821.....	11	97-06-53746.....	24
14-12-68707.....	51	75-06-11431.....	35	85-06-35827.....	45	98-01-58208.....	22
14-12-68708.....	8	75-06-11432.....	34	85-06-35828.....	48	99-06-59127.....	23
14-12-68709.....	19	75-06-11433.....	34	85-06-35830.....	53	99-11-59306.....	57
14-12-68710.....	12	75-06-11435.....	35	90-07-46280.....	34	99-11-59309.....	15
15-12-68847.....	29	75-06-11436.....	37	90-07-46282.....	16	99-11-59310.....	15
15-12-68848.....	30	75-06-11438.....	36	92-02-49767.....	9	99-11-59311.....	17
15-12-68849.....	31	75-06-11439.....	36	92-12-51713.....	18	99-11-59313.....	14
72-07-02153.....	52	75-06-11440.....	37	94-04-53635.....	54	99-11-59314.....	12
72-07-02170.....	53	76-09-17631.....	21	95-06-55003.....	38	99-11-59315.....	15
72-07-02172.....	33	79-07-22853.....	58	95-06-55005.....	39	99-11-59316.....	16
73-07-06397.....	5	79-07-22857.....	43	95-06-55007.....	40	99-11-59319.....	13

## INDEX: SUBJECTS

*Note: The use in this index of SGGRRS refers to the State Government General Records Retention Schedule.*

### 1

1<sup>st</sup> & 2<sup>nd</sup> Class tide/shorelands (type 24 & 26) ..... 43

### A

abandoned or inactive mines..... 25  
 aerial photographs..... 45  
 agreements ..... *see SGGRRS*  
 Agricultural Leases (type 12)..... 52  
 agricultural or grazing Leases..... 52  
 aircraft engine records..... 10  
 aircraft inspection and maintenance records ..... 10  
 aircraft log books ..... 10  
 aircraft maintenance and airframe modification s . 10  
 aircraft preventive maintenance inspections ..... 10  
 aircraft routine operations ..... 10  
 Americorps..... 28  
 annual fire season summary report..... 33  
 aquatic land use authorizations or other uses -  
     incomplete/withdrawn..... 38  
 aquatics materials purchase (type 31)..... 38  
 asset management..... *see SGGRRS*  
 audits ..... *see SGGRRS*

### B

backups..... *see SGGRRS*  
 base separates (maps) ..... 47  
 Board of Natural Resources Proceedings and  
     Resolutions ..... 9  
 boundary survey maps..... 45  
 bridge and culverts – inspection/maintenance ..... 11  
 budgeting ..... *see SGGRRS*  
 bureau scale certification..... 52  
 burning permits ..... 33

### C

Cadastral Survey ..... 46  
 CERCLA documents ..... 39  
 citations/notices of infraction books– issued to  
     officer ..... 17  
 citations/notices of infraction issued..... 17  
 city and county land use plans..... 25  
 civil penalties & appeal hearings ..... 20  
 closed area notice – forest closures/suspensions .. 34  
 coal mine map collections ..... 24  
 commercial leases..... 52  
 Commissioner's orders ..... 9  
 communication site leases..... 53

complaints..... *see SGGRRS*  
 condemnation plats ..... 47  
 contaminated sediment files ..... 39  
 contracts ..... *see SGGRRS*  
 county and state road easements (type 50) ..... 57  
 court cases - aquatic ..... 58  
 court orders/warrants/writs ..... 13  
 criminal history information files - adult ..... 15  
 criminal history information files - juvenile ..... 15  
 cultural resource assessment ..... 21  
 cultural resource assessment – stand alone..... 7  
 cutting line agreements ..... 53

### D

dredge materials – site use authorization ..... 40

### E

economic analysis, surveys, and reports ..... 5  
 EIRS fire reports ..... 31, 34  
 emergency incident response statistics fire reports  
     ..... 31, 34  
 emergency/disaster preparedness- contact &  
     emergency medical ..... 27  
 employee emergency contact information..... 27  
 endangered & threatened wildlife surveys..... 22

evidence/property files-in custody ..... 14

## F

facilities ..... *see SGGRRS*  
federal government land office survey plats ..... 47  
FFPA ..... 35  
field books ..... 48  
financial records ..... *see SGGRRS*  
Fire Boxes ..... 29, 30, 31  
fire cost recovery records ..... 31, 34  
Fire Incident Records ..... 29, 30, 31  
fire prevention & mobilization plans ..... 30, 35  
fire protection agreements ..... 35  
fire protection assessments ..... 35  
forecasting documents ..... 6  
forest fire protection assessments ..... 35  
forest fire report - annual ..... 33  
forest practice activities ..... 21  
forest resource plans ..... 23  
forest resources inventory system ..... 23  
forest roads – inspection/maintenance ..... 11  
FPA’s applications and notifications ..... 21  
Fuel/oil usage ..... 11

## G

geographic names ..... 45  
geology research and studies ..... 25  
geophysics ..... 25  
ghost towns collection ..... 24  
grants ..... *see SGGRRS*  
grazing leases (type 10) ..... 52

grazing permits (type 11) ..... 52  
grievances ..... *see SGGRRS*

## H

habitat conservation plans ..... 23  
harbor area jurisdictional boundaries ..... 46  
harbor area leases ..... 26, 41  
high altitude photo maps ..... 47  
human resources ..... *see SGGRRS*

## I

ICN - informal conferences ..... 21  
IIRs – no death or series injury ..... 16  
iirs –death or series injury ..... 15  
incident reports ..... 16  
industrial Leases ..... 52  
information systems ..... *see SGGRRS*  
Investigation Reports -citation not issued ..... 16  
investigation/incident reports – no death or series injury ..... 15  
investigational conversations-recordings ..... 16

## L

land base plats ..... 47  
Land Exchange Files ..... 50  
Land Sales – State Mineral Rights Reserved ..... 51  
leave ..... *see SGGRRS*  
legal affairs ..... *see SGGRRS*  
load accountability summary ..... 53

load tickets ..... 53  
Local Government Land Use Plans & Amendments ..... 25  
log and load accountability documents ..... 53  
log and load reports ..... 53  
log brands ..... 54  
lynx wolf ..... 22

## M

mail services ..... *see SGGRRS*  
marbled murrelet ..... 22  
material purchase (type 32) ..... 55  
meetings ..... *see SGGRRS*  
mineral & prospecting leases (type 65) ..... 56  
mineralogy ..... 25  
mining contracts (type 64) ..... 56  
monumentation alteration, preservation or  
    destruction records ..... 46  
monumentation and surveys ..... 46  
monumentation information collections ..... 46  
monumentation permits ..... 46  
motor vehicles ..... *see SGGRRS*  
MTCA documents ..... 39  
multiple use permits (type 60) ..... 56

## N

Non-Statistical (Unclassified, False Alarms, Other  
    Agency) Fire Incident Records ..... 29  
notice of conversion activity ..... 21  
notices of civil penalty ..... 21  
notices of intent to disapprove ..... 21  
notices to comply ..... 21

## O

officer activity reports.....	12
offshore mineral exploration .....	25
oil & gas leases (type 63) .....	56
original mine maps.....	24
orthophotography & cartographic maps .....	47

## P

paleontology .....	25
payroll .....	<i>see SGGRRS</i>
pit and quarry material .....	11
Plats/Plat Books/ Indexes to Plats .....	47
policies/procedures .....	<i>see SGGRRS</i>
prescribed burning and hazard reduction .....	36
pre-suppression & prevention measures.....	36
public disclosure .....	<i>see SGGRRS</i>
public records requests.....	<i>see SGGRRS</i>
publications.....	<i>see SGGRRS</i>
Puget SoundCorps.....	28
pump/tank records .....	11

## R

records management.....	<i>see SGGRRS</i>
Recreational Mooring Buoy or Boatlift License or Registration .....	41
regional forest land plans .....	23
registered marks or brands.....	54
release of forest practice bonds .....	21
residential leases .....	52

Right of Entry License/Permits.....	42
right of way plats .....	47
right of way use permits (type 50) .....	57
Rights Of Way Use Agreements .....	42
risk management .....	<i>see SGGRRS</i>
road use permits (type 50).....	57
rock, sand, & gravel (type 32) .....	55
RUPs (type 50).....	57

## S

security.....	<i>see SGGRRS</i>
SEPA Determinations .....	18
SEPA Documents.....	18
Special Forest Products Lease.....	54
special use permits (type 60) .....	56
spotted owl .....	22
state base mapping system .....	47
state ghost towns collection .....	24
state road easements (type 50) .....	57
state water rights.....	51
Statistical (Classified) Fire Incident Records – Administrative Files .....	30
Statistical (Classified) Fire Incident Records – History Files.....	31
stratigraphy.....	25
subsurface use leases .....	56
suppression measures – forest fires .....	37
survey data collections & field books .....	48
survey field books .....	48
sustainable harvest plans.....	23

## T

telecommunications .....	<i>see SGGRRS</i>
tide/shoreland & harbor line calculations & surveys .....	49
tide/shoreland (1 <sup>st</sup> & 2 <sup>nd</sup> class) harbor area index plates .....	48
Tideland and Shoreland Leases.....	43
tideland/shoreland & harbor area maps .....	48
timber hauling permits .....	57
timber sales.....	55
timesheets .....	<i>see SGGRRS</i>
tract books and registers, aquatics & uplands.....	49
training.....	<i>see SGGRRS</i>
transactions proposed-unsuccessful.....	51
transitory records .....	<i>see SGGRRS</i>
travel .....	<i>see SGGRRS</i>
tribal relations.....	8
type maps .....	47

## U

Unauthorized Use and Occupancy of Aquatic Lands – No Action .....	44
upland purchases of land and granting of easements .....	58
upland subsurface use leases .....	56
usage and dispersal records.....	11
utility use permits (type 50).....	57

---

**V**

various upland use permits.....	56
vehicles .....	<i>see SGGRRS</i>
Veteran Conservation Corps .....	28

---

**W**

Washington Conservation Corps (WCC) members .	28
water type modification & water type maps.....	47
watershed analysis.....	23

Waterway Vacations .....	44
weapons (agency issued) .....	12
WildCad Logs.....	29
WildCad Logs-stand alone.....	32